

## SUBPART A – POLICY

ME407.2(a)(1)(iv)

### ME407.2 Responsibilities

(a)(1) The Spot Checking Policy in Maine is as follows:

The Assistant State Conservationist for Operations has primary responsibility for spot checking in Maine.

District Conservationists are assigned the responsibility of arranging the appropriate spot checking needed to comply with NRCS National policy.

(i) Information gathered and used during planning, installation, and certification of practices or conservation systems will be filed in the landuser case file in accordance with the National Planning and Procedures Handbook, the appropriate sections of the National Engineering Handbook, the Field Office Technical Guide and Part 407.10 of the GM.

(ii) Spot checking will be performed by the State Conservation Engineer and Assistant State Conservationist for Technology and Planning. The State Conservation Engineer and Assistant State Conservationist for Technology and Planning may delegate this responsibility to their staff specialists and other staff as appropriate.

ME-CPA-17 will be completed for each spot check performed. The original will be forwarded to the Assistant State Conservationist for Operations and a copy filed with the District Conservationist.

It is policy in Maine to conduct spot checking on a continuing basis, in conjunction with regular assistance being provided to the field office. Special trips to field offices to conduct spot checking should be avoided to the extent possible.

(iv) Spot checking will be performed on a fiscal year basis. All necessary spot checks will be completed and corrective actions implemented, where appropriate, by December 31 of the calendar year in which the fiscal year ends.

ME407-2(1)

(450-GM, Amend. ME-9, March, 2001)

## PART 407 – DOCUMENTATION, CERTIFICATION, AND SPOT CHECKING

### ME407.2(a)(3)(i)

(i) District Conservationists are responsible for scheduling and determining that sufficient spot checks are made to meet requirements. PRS data will be used to determine quantity of spot checks needed. They are also responsible for initiating corrective measures when spot checks reveal deficiencies, and for reporting results of corrective actions to the Assistant State Conservationist for Operations.

(ii) District Conservationists are responsible for scheduling work assignments so that no NRCS employee works on land in which he or she has an interest. No NRCS employee shall work on projects which are being constructed by a company in which he or she has interest, or a company in which an immediate family member has an interest.

(450-GM, Amend. ME-13, June,2004)

ME407-2(2)